

# Career Ladder Program Application

Fiscal Year: **2011-2012**

## INSTRUCTION SHEET

- Provisions of the Arizona Career Ladder Law, a 12-page document, is the reference for all page numbers noted on application documents. It includes all of §15-918 and the State Board of Education requirements (displayed in boxes). It is imperative that this document be read, studied, and referenced constantly. Citations are noted throughout the application.
- The 10-section Career Ladder Program Application provides the **structure** for the reapplication document.
- The Career Ladder Program Reapplication Review Checklist document provides the prompts and **criteria** per §15-918 for the evaluation of a district's reapplication and will be used by the Arizona Career Ladder Advisory Committee (CLAC) in the approval process.

Use the following as a checklist of materials to be submitted and the format criteria for the submission:

- ☐ Submit all required application materials to the ADE Career Ladder Coordinator by 5:00 p.m. on November 15, 2010 (§15-918 A. p. 1).
- ☐ Reflects
  - evaluation data November 1, 2008, through November 1, 2010
  - 2010-2011 handbook program guidelines and requirements
  - 2010-2011 budget
- ☐ Submit five (5) unbound copies plus an original: black and white, 1" margins, minimum size 10 font, and five (5) handbooks (may be bound). Clearly mark the original for ADE. Include one electronic version of the application and handbook on a CD.
- ☐ Submit one (1) electronic copy of the application with the handbook as an attachment to the file cabinet in ALEAT.
- ☐ Submit forms that are complete. Include all surveys referred to as well as survey results. Applications missing required signatures will not be processed.
- ☐ Use headings with section name and number.
- ☐ Indicate the district name in the footer of every page of the application and use page numbers, if appropriate.
- ☐ Have someone read and proof the application for professional writing standards and formatting.
- ☐ Submit reapplication sections in the following order:

_____ 1. Cover Sheet (signatures) _____ Statement of Action (signatures)	_____ 5. Maintenance of Program Requirements (Career Ladder Handbook)
_____ 2. Statement of Assurance (signatures)	_____ 6. Program Evaluation, Review, and Refinement (definitions and labels for A, B, C, and D)
_____ 3. Individual Component Program Participation Rates as of November 1, 2010	_____ 7. Analysis of Pupil Progress
_____ 4. Executive Summary (maximum four [4] pages)	_____ 8. Budget (Part 1 separate Excel form)
	_____ 9. Additional Incentive (if applicable)
	_____ 10. Waiver (if applicable)

- Contact the Career Ladder Coordinator at the Arizona Department of Education if you have questions or concerns regarding any portion of the program application.
- The ADE Career Ladder Coordinator will distribute application copies to the CLAC members for individual evaluation by December 1, and collective approval consideration at the January CLAC meeting. The CLAC will make recommendations to the Arizona State Board of Education.
- The Board will notify districts of approval or disapproval by February 15, 2011 (§15-918.A [p. 1]). Funding will be distributed to approved districts beginning July 2011, if funds are appropriated.